

# Contract User Guide for VEH97

## VEH97 Tires, Tubes & Services Statewide Contract

UPDATED: 07/12/2018

<b>Contract #:</b>	VEH97
<b>MMARS MA #:</b>	VEH97*
<b>Initial Contract Term:</b>	04/01/2017 –03/31/2019
<b>Maximum End Date:</b>	No options to renew
<b>Current Contract Term:</b>	04/01/2017 –03/31/2019
<b>Contract Manager:</b>	Katherine Morse, 617-420-3153, <a href="mailto:Katherine.Morse@mass.gov">Katherine.Morse@mass.gov</a>
<b>UNSPSC Codes:</b>	25-17-19
<b>Notes:</b>	Only Michelin, Bridgestone/Firestone and Goodyear brand tires are available for purchase through this contract; <i>contract users will need to procure other tires separately and following the appropriate purchasing procedures.</i>

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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### Contract Summary

This is a Statewide Contract for Tires, Tubes & Services. The State of Utah bid this contract on behalf of Value Point. The Commonwealth has elected to sign a Participating Addendum with three vendors: The Goodyear Tire & Rubber Company; Bridgestone/Firestone Americas, Inc.; and Michelin North America, Inc. Contract users will get products and related services through each of the vendors' respective Corporate Stores or Authorized Dealers/Distributors. There may be Authorized Dealer/Distributor overlap between the vendors.

For services only, without the purchase of a tire, buyers must use statewide contract [VEH84A Vehicle Maintenance Management Services & Accident Subrogation Services](#).

The following is **only** applicable for Executive Agencies purchasing tires on statewide contract VEH97;

The Office of Vehicle Management (OVM) and Agencies have experienced billing issues due to confusion at time of purchase between the driver and the vendors. These issues most often relate to the correct billing address that should be used. OSD is actively working with the manufacturers to ensure that their corporate stores and authorized dealers are educated and understand the process to prevent these from continuing.

In addition to partnering with the vendors, OSD has developed two brochures for agencies to include in their vehicle glove boxes that clearly outline the buying process for drivers depending on whether the vehicle is agency owned or OVM leased. Please see the [How to Use this Contract](#) section of this document for additional information.

## Contract Categories

This contract includes a variety of products and services as listed below.

1. Pursuit and performance tires
2. Automobile/passenger vehicle tires
3. Light duty truck (radial and bias) tires
4. Medium commercial tires
5. Heavy duty truck/bus tires
6. Off the road OTR (radial and bias) tires
7. Agriculture/farm tires
8. Industrial and specialty tires
9. Tire related services: including tire mount/dismount, spin balance, computer balance, valve install, and pick-up and disposal of small quantities of tires

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Large variety of tires available for pursuit vehicles, passenger vehicles, trucks and large equipment.
- More options for location and competitive prices across the Commonwealth.
- Emergency Roadside assistance offered by the Authorized Dealers.



## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for VEH97 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

- Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

The Master Price List sheets are subject to change once a year on April 1<sup>st</sup> for each vendor. For any service prices not listed in the services lists please refer to the Authorized Dealers' Local Contract Pricing.

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
- When applicable, purchases may include a fee for service

There are three methods to getting tires and services off VEH97: drop ship order, planned tire service at location or tire emergency.

### Pricing Options

**Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. Product/Service Pricing and Finding Vendor Price Files

Product and service pricing may be found in each Vendors' MBPO. Please reference the [Vendor Information](#) page, where links to all the vendors MBPO's are provided.



## How to Use This Contract?

Contract Users will communicate their needs and receive the goods and services through the Corporate Store or Authorized Dealer. Each Vendor's MBPO in COMMBUYS has a list of Authorized Dealers/Corporate Stores. When drivers purchase tires through an authorized dealer/corporate store location it is essential that they know the Bill To address and provide to the dealers. This will eliminate billing errors under the contract. When contacting a vendor on statewide contract, always reference VEH97 to receive contract pricing.

## Executive Agencies Only

### For Executive Agency Owned Vehicles

Upon receiving products and any related services, departments should be billed directly by the prime vendor and are responsible for any payment and follow up necessary to complete the purchase transaction.

OSD has developed a brochure specific for agency owned vehicles to include in their vehicle glove boxes that clearly outline the buying process for drivers on VEH97. Agencies must fill out the highlighted sections and can customize further if necessary. When printing, be sure the document is double sided so it stays formatted correctly.

The brochure template is attached to each vendor Master Blanket Purchase Order (MBPO) in COMMBUYS. Find links to individual vendor MBPOs on the [Vendor Information](#) page.

### For Office of Vehicle Management (OVM) Leased Vehicles

If the vehicle is a **Leased OVM** vehicle, before installation, the shop will call OVM (617-720-3109) for a 5 digit Work Authorization Number. Tire purchases will be billed through the Michelin Corporate, Bridgestone Corporate or Goodyear Corporate Accounts and will be paid by OVM directly.

OSD has developed a brochure specific for leased OVM vehicles to include in their vehicle glove boxes that clearly outline the buying process for drivers on VEH97. Agencies must fill out the highlighted sections. When printing, be sure the document is double sided so it stays formatted correctly.

The brochure template is attached to each vendor Master Blanket Purchase Order (MBPO) in COMMBUYS. Find links to individual vendor MBPOs on the [Vendor Information](#) page.

## How to Purchase From the Contract in COMMBUYS

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mas.gov](mailto:COMMBUYS@mas.gov).



## Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

## How To Purchase From The Contract

ALL Requisitions / POs needs to be set to print; DO NOT email the vendor – the email will be sent to a general email and it will not be received by any distributor. Print the COMMBUYS PO and manually send (email, fax, hand deliver) to your choice Corporate Store or Distributor for the products and services. The COMMBUYS Catalog contains 12 \$0 line items of broad categories of tires and services. All line items descriptions are searchable by contract # (VEH97) and vendor name.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

- In the Search field type in the following in the “Item Description” field: “VEH97” and the vendor (“Goodyear” or “Bridgestone” or “Michelin”).
- Select the appropriate zero dollar line item that suits the category of the tire in the invoice.
- In the zero dollar line items, accurately fill in the tire data – tire name, SKU #/ unique identifier.
- Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
- In the “Attachments” tab, attach scans of all records pertaining to order placement (could be an unofficial email quote), receipt of goods or services and final invoice.
- The final invoice amount should match the Release Requisition total.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Document items in COMMBUYS that have already been purchased**

In an absolute emergency, or in situations where it is impractical/impossible to initiate a Requisition BEFORE getting tires replaced, use a Release for Payment (RPA) Release Requisition to document the purchase after the fact. **This is the ONLY case an RPA Release should be used to record purchases.** It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface – payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

In addition to the Job Aid, a step by step instructional guide has been made for buyers to reference specific to VEH97 when entering RPA Release transactions. The guide is saved in each vendor MBPO and is titled RPA



Release Instructions VEH97. Links to each vendor MBPO can be found in the [Vendor List and Information](#) section of this document.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@mass.gov](mailto:Comptroller.Info@mass.gov) for additional support.

## Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

## Contract Exclusions and Related Statewide Contracts

- [VEH84A Vehicle Maintenance Management Services & Accident Subrogation Services](#) – use this contract for services only, without the purchase of a tire
- [FAC86 Solid Waste and Recycling](#) – use this contract for bulk tire disposal services
- [FAC88 Lawns and Grounds Equipment, Parts and Services](#) – agricultural/farm tires can be purchased off of this contract
- [VEH96 Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants](#) – specialty tires (e.g. re-tread tires) and manufacturers not covered under VEH97 can be purchased off this contract

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

- Bridgestone: Pete's Tire Barn is designated to respond to emergencies - 781 721-9070
- Goodyear: 1-866-353-3847

## Shipping/Delivery/Returns

### Delivery

Delivery **must** be F.O.B. Destination with no delivery expenses or fees paid by users of this contract. Contract user must communicate with the Authorized Dealer for drop ship Delivery of Tires. Establish a communication plan, contact persons and delivery time DURING the ordering process. Here are some general guidelines:

- The Contractor should contact the Eligible Entity at least 48 hours in advance of shipment to confirm the time and terms of delivery. The Contractor should not proceed with delivery until approval has been given by the ordering customer.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

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- All deliveries shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m. Monday through Friday. Changes may be granted with written approval of the ordering entity.
- The Contractors are responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases should show the name of the supplier, name and address of receiving customer and COMMBUYS Purchase Order number.

Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the receiving entity, or returned at the expense of the Contractor, for a refund or credit of the purchase price.

## Additional Information/FAQs

### Bill to Information

When drivers purchase tires through an authorized dealer location it is essential that drivers know the Bill To address and provide to the dealers. This will eliminate billing errors under the contract.

### If the Needed Product Can Not be Found

If a product and/or service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product and/or service meet the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

### OEM Tires

All New Tires are of quality that is Class "A" current production tires of the latest design and construction. Class "A" tires are at least first line, first grade, and are of no lower quality than tires normally furnished in representative quantities as standard original equipment for automobiles, trucks, tractors and similar vehicles.

All Police Pursuit Tires are certified for law enforcement, which includes **H** and **V** speed rating certification.

### Tire Disposal

Contractors will provide the collection and proper disposal of scrap tires for the fees outlined in the cost tables. Please note that the purpose of this contract is **not** to provide tire disposal services for large numbers of tires or tire pile cleanup services. Use the [FAC86 Solid Waste and Recycling](#) contract if those services are needed.



### Comments and Complaints:

Contract user Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Katherine Morse, at [Katherine.Morse@mass.gov](mailto:Katherine.Morse@mass.gov).

### Strategic Sourcing Team Members

- Lana Gunaratne, OSD
- Joe Suppa, DCR
- Karl Brenner, POL
- Lindsey Williams, POL
- Julia Wolf, OSD
- Doris Kupis, DOC
- Cheryl Crushman, OSD



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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Minimum Order
Michelin North America	<a href="#">PO-16-1080-OSD03-SRC02-00000007028</a>	VC0000820927, 3	Joseph Banks	(864)419-7701	joseph.banks@michelin.com	No minimum order
Goodyear Tire & Rubber Company	<a href="#">PO-17-1080-OSD03-SRC02-10730</a>	VC6000237659, 1	Jeff Goodenow	(330)796-4352	jsgoodenow@goodyear.com	No minimum order
Bridgestone Americas Tire Operations, LLC	<a href="#">PO-15-1080-OSD01-OSD10-00000004459</a>	VC0000772029, 2	Gregg Trosper	(615)937-3693	TrosperGregg@bfusa.com	No minimum order

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\* The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.